



❖ *If you have Received a HAN Message to Complete the Bed Availability in*

*HC Standard: Always confirm receipt of the HAN Message!*

## HC Standard Bed Availability Exercise/Real Event Procedures

1. Access Web Link for HC Standard 3.5 Client: <https://hc.ndhealth.gov/>
2. Enter user name and password (If you are locked out please call 328.2270 for assistance)
3. Under Workspace – Click on your facility
4. Click on →  Matrices
5. Please select: **FACILITY BED AVAILABILITY**
6. Complete the bed tables as requested in alert instructions
7. Click on the red '**SAVE**' Button 
8. Done! Log out of HC Standard!

### PLEASE NOTE

- The **Response Goal** is for data to be entered within 60 minutes of notification
- Please assure that your facility has enough staff trained & designated to successfully **enter data within the 60 minute time frame – 24/7/365**
- Matrices hold other tables which would be selected depending upon the event or exercise

For further Assistance: Contact Doris Weiss at 328-9752 or 400-1779  
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